

Student Assessment Policy

Lead Officer (Post):	Principal and CEO
Responsible Office/Department:	Senior Management Team (SMT)
Responsible Committee:	Quality Improvement Committee (QIC)
Review Officer (Post):	Depute Principal
Date policy approved:	01/08/2021
Date policy last reviewed and updated:	01/10/2023
Date policy due for review:	01/10/2026

Accessible versions of this policy are available upon request.

Policy Summary

Overview	To ensure that all students are provided with every opportunity to achieve their agreed targets for successful completion of units within their agreed programme
Purpose	To ensure that all assessments for awards are carried out efficiently and effectively and that they are completed in accordance with guidelines available from the awarding body.
Scope	All who undertake assessment as part of the experience at UHI Shetland.
Consultation	Students and staff
Implementation and Monitoring	QIC

Risk Implications	
Link with Strategy	Our Vision: UHI Shetland will be an inspirational hub of innovation and learning designed to meet the needs of the people of Shetland, nationally and internationally. Our Values: UHI Shetland will achieve our Vision by: • Working together - Fostering activity and interaction across the organisation and between staff and students. • Working for Shetland - Addressing skills needs, supporting innovation and applied research for the Shetland economy as the university for Shetland, with the University for the Highlands and Islands (UHI). • Working sustainably - Embedding sustainability in the curriculum and in our practice. • Working to become resilient - Encouraging staff development and aspiration, exploring and achieving new income streams. Working with partners - Developing relationships with employers, schools, communities, SIC and relevant national and international institutions.

1. Policy Statement

UHI Shetland aims to ensure that all students are provided with every opportunity to achieve their agreed targets for successful completion of units within their agreed programme. It is College policy to ensure that all assessments for awards are carried out efficiently and effectively and that they are completed in accordance with guidelines available from the appropriate awarding body(s).

2. Definitions

- 2.1 To ensure that assessments are carried out fairly and in line with the appropriate awarding bodies guidelines and procedures.
- 2.2 To ensure all assessment decisions are consistent with qualification standards as set out by the relevant awarding body.
- 2.3 Where assessment is being undertaken at a site not owned by the college a site selection checklist (QF38a or 38b) must be completed when any new site is first being used. A review of arrangements and the site selection checklist must be undertaken annually with the responsible person from the site and in the event of a new supervisor takes on responsibilities for candidates at the assessment site, or if there has been a change of management or ownership at the assessment site a new Site Selection Checklist (QF38a or QF38b) must be completed. Any updates will be reported to the first Quality Improvement Committee of each Academic Year.
- 2.4 Assessors and learning support staff should determine how the candidate's needs can best be met, using a combination of subject expertise and support staff expertise and ensuring that the subject standards are not compromised.
- 2.5 Assessors and learning support staff determine whether or not adjustments to the assessment arrangements will be required. Where necessary, there should be discussion with the Centre Co-ordinator and/or Awarding Body. Any discussion should be recorded as part of the candidate's personal learning support plan (Forms QF32, QF33).
- 2.6 The specification for each unit/course lists the evidence required to show that the candidate has achieved the outcomes of the unit/course and sets out a standard way of generating this evidence.
- 2.7 Where the candidate is unable to achieve the outcomes using the published assessment arrangements, assessors should consult with learning support

staff and the candidate to develop proposals for alternative forms of assessment.

3. Purpose

Students undertaking assessment as part of their programme of study.

4. Scope

4.1 Lecturer/Assessor

- 4.1.1 Ensuring that they are aware in advance of the procedures to be used for assessment and re-assessment. All validated assessment instruments should contain such information for staff and students to ensure that consistent assessment conditions are maintained. Clear marking schemes should also be available.
- 4.1.2 Ensuring that assessment material up to date and that the latest assessment instructions are being used.
- 4.1.3 Devising assessment instruments and ensuring that assessment have been internally verified.
- 4.1.4 Drawing up checklists, marking schemes where appropriate and seeking Awarding Body Prior Verification where appropriate.
- 4.1.5 Maintaining all relevant records and assessment decisions, including record of achievement completing QF31.
- 4.1.6 Discussing with Head of Section where students are undertaking resits.
- 4.1.7 Reporting conflict of interest in accordance with Conflict of Interest Policy.
- 4.1.8 Reporting all cases of suspected malpractice in accordance with Malpractice Policy.
- 4.1.9 Formative and summative assessment and re-assessment of their student groups. All student assessments should be clearly marked and returned

within three working weeks. This period may be extended by a moderate period by the relevant assessor and verifier should exceptional circumstances arise.

- 4.1.10 Administering internal assessments including preparation of assessment material, rooms, invigilation, and implementation of alternative assessment arrangements in line with student support plans.

4.2 FE Course Team Leader

- 4.2.1 Coordination and assessment planning for the current academic year with the delivery team.

- 4.2.2 Checking units to be delivered, ensuring they are current and that assessment materials are up-to-date and have been internally verified.

- 4.2.3 Ensuring student records are up to date and complete, including records of achievement QF31 and pass to Head of Section for resulting or result on UHI records, as appropriate.

4.3 Head of Section

- 4.3.1 Ensuring all staff members are kept up to date and are suitably qualified and experienced in line with course assessment strategies before being allocated to deliver on the relevant programme

- 4.3.2 Submission of student data to the College Qualifications Scotland Coordinator when required by external agencies

- 4.3.3 Submission of student entries to student records team ensuring unit/group codes are correct and that awards are not entering a lapsing period prior to submission.

- 4.3.4 Submission of student results to student records team ensure Internal Verification has been completed prior to submission.

- 4.3.5 Ensuring that entries and results for students are not sent at the same time and that there is a minimum of 10 weeks between student entries and student results for regulated qualification.
- 4.3.6 Coordination of examination arrangements for the programme in consultation with Examinations Officer.
- 4.3.7 Ensuring that students are informed of the assessment diets and of their requirement to attend.
- 4.3.8 Coordinating the production of examination papers, where appropriate (internal assessment and UHI exams only).
- 4.3.9 Coordinating secure arrangements for the draft examination papers to be moderated by internal examiners and, where appropriate, external examiners (internal assessment and UHI exams only).
- 4.3.10 Coordinating arrangements for paper setters to proofread typed draft papers (internal assessment and UHI exams only).
- 4.3.11 In consultation with the Examinations Officer, provision of invigilators for examinations.
- 4.3.12 Arrangements for paper setters to be present during the five-minute reading time (where allocated) to address any queries raised by candidates (internal assessment and UHI exams only).
- 4.3.13 Liaising with the Examinations Officer in relation to appropriate readers/scribes (as required).
- 4.3.14 Liaising with the Examinations Officer in relation to the availability of section-based equipment (laptops, etc) (as required).
- 4.3.15 Ensuring that each student using a laptop/PC is fully briefed how to save her/his exam script onto the laptop well in advance of any examinations in liaison with the Exams Officer.

- 4.3.16 Ensuring that completed examination books are accounted for, are marked and are available for verification until the Board of Examiners (UHI only).
- 4.3.17 Reporting to conflict of interests within their team in accordance with the Conflict of Interest policy.
- 4.3.18 Reporting all/any cases of suspected malpractice in accordance with the Malpractice Policy.
- 4.3.19 Verifying appropriate assessment arrangements as per the Assessment procedure and ensuring that assessment arrangements are reviewed.
- 4.3.20 Managing arrangements for external verification visits.
- 4.3.21 Estimates, required for National Qualifications are entered onto SITS.

4.4 Examinations Officer

- 4.4.1 Completion of Qualifications Scotland AAR Database for Alternative Assessment Arrangements.
- 4.4.2 Requests for amendments to arrangements for both internal and external assessment for candidates who, because of physical, sensory or learning difficulties, are prevented from satisfying the normal requirements.
- 4.4.3 Appointment of Invigilators for final UHI Exams and external awarding body exams.
- 4.4.4 Liaise with Senior Lecturers and Learning Support to appoint readers/scribes (as required).
- 4.4.5 Organise and book accommodation (external and UHI exams).
- 4.4.6 Organising the setting up of equipment (laptops, spellcheck facilities) (as required).
- 4.4.7 Organising the uploading of digital papers (as required).

4.4.8 Ensuring security of examination materials prior to examination.

4.4.9 Ensuring the prompt return of completed examination papers.

4.4.10 Maintaining a record of all relevant documentation.

4.4.11 Monitoring procedures for examinations

4.5 **Qualifications Scotland (Awarding Body) Coordinator**

4.5.1 Communicate with Qualifications Scotland and other Awarding Bodies.

4.5.2 In consultation with Senior Management Group (SMG), ensure that both policy of the awarding bodies and UHI Shetland procedures for conducting assessment/examinations are implemented.

4.5.3 Ensuring that all data relating to the registration, enrolment and achievement of students is accurately recorded and submitted to the appropriate awarding body within the required timescales.

4.5.4 Coordination of the Qualifications Scotland external verification process.

4.5.5 Meet with visiting External Verifiers on arrival and for feedback prior to departure whenever possible.

4.5.6 Support Examinations officer with coordination of the external assessment and examination process.

4.5.7 Assure themselves that the assessments have been conducted rigorously and fairly. Unauthorised absence from an assessment will be considered as the first attempt.

4.5.8 Monitoring of assessment activity is undertaken by the College.

4.6 **Depute Principal**

4.6.1 Monitor, implement and review Internal Verification Systems and arrange audit as appropriate.

4.6.2 Monitor progress of new awards.

- 4.6.3 Responsible for Students Appeals Process.
- 4.6.4 UHI Single verification monitor and review the operation of the whole College process and to arrange internal audit as appropriate.
- 4.6.5 UHI Network Verification monitor and review activities in his or her own College.
- 4.6.6 To check any Awarding Body issues.
- 4.6.7 To keep written records of issues for External Verifier and ensure actions are taken.
- 4.6.8 Attendance at Shetland UHI and UHI Network Progression Boards.
- 4.6.9 Inform Qualifications Scotland of suspect malpractice in relation to Qualifications Scotland qualifications.
- 4.6.10 Monitor, implement and review Internal Audit, Programme Review and Annual Review under Monitoring and Review Policy.
- 4.6.11 Ensuring that both the policy of the awarding body and the College procedures for conducting assessment/examination are implemented in consultation with Qualifications Scotland Coordinator and Examinations Officer.

10. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0	01/08/21			Quality Consultant
1	01/10/23		Branding, role titles, marking period	Depute Principal